

بِسْمِ اللّٰهِ الرَّحْمٰنِ الرَّحِیْمِ

In The Name of Allah, The Most Gracious, The Most Merciful



Madrasah

Attendance Policy

Philosophy

The Madrasah seeks to ensure that all its students receive the best possible holistic Islamic education which maximises opportunities for each and every child to realise their full potential and become true practising Muslims.

The Madrasah will strive to provide a welcoming, caring and happy environment in which each member of the Madrasah community feels wanted and secure.

All staff will work with students and their families to ensure each student attends Madrasah regularly and punctually.

Aims:

1. To maintain a high level of attendance for all students attending the Madrasah
2. To make attendance and punctuality a priority for all those associated with the Madrasah
3. To provide support, advice and guidance to parents and students
4. To develop a positive and consistent communication between home and Madrasah
5. To implement a system of rewards and sanctions

Monitoring Attendance

The daily attendance register is taken each day between 4:30-pm – 4:45 pm for class 1, and 5:45 – 6:00 pm for class 2. Any absences require signed notes from parents or a phone call.

Monthly attendance is reviewed each month by the teacher and a plan is devised with the student and parent to improve it.

Procedures For Staff In Ensuring Good Attendance

1. Registers should be marked daily
2. Registers should use all the relevant codes
3. Register totals should be kept on a daily basis
4. Parents should inform teachers of any impending absences or explain any absence the next day in person or by phone call or email
5. If a parent fails to communicate the absence then the teacher may administer a detention
6. If a child has 5 days of unauthorised absences within a half term, the teacher will make contact with parents asking for an improvement in attendance
7. Unauthorised absences will lead to detentions as will regular lateness

Improving And Maintaining Good Attendance

- Parents are informed about the importance of good attendance through:
- Initial induction meeting for reception parents
- Madrasah Website
- Regular reminders in the Madrasah notes
- By letter/phone/email in cases of poor attendance
- Meetings with the teacher or Head Imam

Holidays During Term Time

At the Madrasah we request all parents to book their holidays/leave of absence during Madrasah holidays in August. Each application will be dealt with case by case. Parents will not be given an automatic entitlement to take their child/ren out of Madrasah during term time. In exceptional circumstances where an application has to be made for leave, parents must complete a request form and arrange a meeting with the teacher. All holidays will require parents to pay the monthly fees first, or a re-joining fee will apply on return.

Lateness

Any student arriving more than 5 minutes late to class will be recorded in the register, arriving late two times in one week will automatically trigger a 15-minute or 30-minute detention depending on the combined time being late. Students or parents must provide genuine reasons for being late, and this must not become a habit otherwise regular detentions will follow. If a detention needs rescheduling, then the parent must come in person and provide a genuine reason to the teacher. The teacher will then reschedule at their discretion. If the detention is missed without authorisation then a double detention will be given to the student.